

July 30, 2025

PROSE IVY G. YEPES

VSU President

Visca, Baybay City, Leyte

THRU: **HONEY SOFIA COLIS**

Director, HRM

Dear Ma'am:

I would like to apply for Administrative Asst I (Bookbinder III), permanent position, which I saw advertised on the HRIS platform. I have become quite interested in this position.

I am currently an Administrative Aide I with Casual status at Motor Pool Services/GenSO with the function of clerk/dDRC, Messenger, and facilitate/Assist in dispatching of university vehicles.

I am very much eager to do my job, learn more and not to waste this opportunity.

I am confident that my knowledge and strength, combine with my dedication, work ethics and energy will add a measurable value to the organization.

I can be reach anytime at my cp number **09502809423**

Thank you for your time and consideration.

Very Sincerely Yours,



VINCENT PAUL C. ASILOM

Applicant